

## Job Posting

**Title:** Commercial Property Coordinator

**Company:** CaraCo Property Management

**Status:** Full-time

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Join us at CaraCo Property Management, a family-owned successful business that is seeking a dedicated team member like you to join our team! At CaraCo, we pride ourselves on ensuring we take care of our team members and customers.

**At CaraCo, we provide a variety of benefits to our team members:**

- Eight sick days per year
- Health and dental benefits
- Registered Retirement Savings Plan
- Training and Development
- Career growth opportunities

**Beyond the above, we provide a positive, energetic, and collaborative environment!**

As a key member of the property management team, the coordinator will manage daily tenant relationships through the coordination of operational activities.

**An Ideal candidate will portray the below Qualities/Skills:**

- ✓ Positive and collaborative personality
- ✓ Attention to detail
- ✓ Accountability and Dependability
- ✓ Excellent Communication
- ✓ Time Management
- ✓ Creative and Innovative Thinking
- ✓ Result Focused
- ✓ Planning and Organizing

### **Key Job Responsibilities**

- Administer leases, reviewing all tenant billings, analyzing lease clauses, preparation of vacancy reports, enforcing tenant compliance and performing landlord obligations.
- Monitor each commercial lease for rent increases, rent expiry dates, renewal dates, inclusions, exclusions, cleaning schedules etc.
- Arrange tenant repayment plans for rent arrears, subject to Director of Property Management's approval
- For court proceedings arising from rent arrears, prepare documents for lawyers.
- Perform regular property inspections of units, common areas, building exteriors and landscape
- Communicate any service-related needs to maintenance and make recommendations when needed.
- Coordinate move-ins, including ensuring commercial properties are ready to move-in on agreed date.
- Keep accurate records of space conditions including roof, HVAC, and utilities
- Create opportunities for cost-reductions through innovation and research
- Build sustainable relationships with tenants, co-workers, and vendors
- Lead emergency team to ensure proper response and handling of all emergencies with staff, residents, buildings, etc. to minimize liabilities (i.e., criminal activity on building, employee and tenant injuries, fires, floods, freezes, etc.)
- Other administrative duties as required

### **Education and Experience**

- College diploma
- Minimum three years' relevant experience
- Certified Property Manager (CPM) designation as asset
- Experience managing a commercial property portfolio
- Familiar with the Ontario Building Code and Ontario Fire Code
- Familiar with the Commercial Tenancies Act
- Yardi experience

### **Other Requirements**

- Employment is conditional on a clean criminal records check
- Valid driver's license
- Proof of Covid-19 Vaccination

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**CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.**

**CaraCo is an equal opportunity employer.**

**CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.**